



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

To: Superintendents/ Textbook Coordinators

From: Marilyn Matzko – Education Specialist, Office of Multiple Pathways

Date: October 1, 2014

Re: ***Reimbursement Protocols for English/Language Arts and History/Social Studies
Non-Public Textbook Loan Program, Grades K-12***

Attached is the form to request the FY 2015 reimbursement for non-public school textbooks. Districts will be reimbursed for any English/language arts and history/social studies books for grades K-12 on the approved 2014-2015 Textbook List, provided the district has complied with all requests from non-public school students, per RIGL 16-23-1 to 16-23-8. To process this reimbursement, the district must complete the attached verification form signed by the superintendent or his/her designee and provide “evidence of cost” (RIGL 16-23-3.1). Evidence of cost is presumed to be clear documentation of district purchases of new books for non-public students. **Please also provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.**

The verification form must be submitted by **Friday, December 5, 2014**. A single FY 2015 payment will be made in February 2015’s aid payment. Questions regarding reimbursements should be addressed to Kristen Cole at Kristen.cole@ride.ri.gov or 222-4681.

The attached form and supporting documentation should be addressed to:

Lauren McCarthy
Support Staff – Multiple Pathways, Secondary and Director
Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903
Lauren.Mccarthy@ride.ri.gov

The list of textbooks for 2014-2015 may be found in a searchable file at:
<http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx>

FY 2014 - 2015

Textbook Verification Form

District: _____

Reimbursement requested:

Number of textbooks: # _____ Cost per book \$ _____

Total cost: \$ _____

I hereby affirm that this amount is an accurate reflection of dollars spent on textbooks in subject areas of English/language arts and history/social studies grades K-12. I hereby affirm that all books for which reimbursement is sought herein are on the State Approved Textbook List for non-public students for fiscal year 2014-2015.

Please submit copies of purchase orders or other documentation that comply with "evidence of cost" (RIGL 16-23-3.1) .

Please provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.

PLEASE SUBMIT YOUR REIMBURSEMENT FORMS (AS SOON AS POSSIBLE, AND) NO LATER THAN DECEMBER 5, 2014.

Signature Superintendent

Date